

PERFORMANCE/PROGRESS/PMT REPORTING REQUIREMENTS

Report Period	Due Date
10/1/13-12/31/13	1/20/14
1/1/14-3/31/14	4/20/14
4/1/14-6/30/14	7/20/14
7/1/14-9/30/14	10/20/14

As you know, performance reporting is an important part of the grant process. As a requirement of the Grant Agreement, you have agreed to complete Quarterly Progress Reports by no later than 20 days after the end of each quarter (January 20, April 20, July 20 and October 20) using the federal reporting system called Performance Measurement Tool (PMT). The Grants Management Section will email you a log-in and password to this system. **PLEASE KEEP YOUR LOGIN AND PASSWORD SOMEWHERE SAFE. YOU WILL REFER TO IT THROUGHOUT THE LIFE OF THIS GRANT.** The PMT site can be found at: <https://www.bjaperformancetools.org>. Please know that it may be difficult to navigate the first time around, so please plan your time accordingly.

For instructions on navigating through the PMT site, please go to our website at www.michigan.gov/cjgrants; click on Byrne JAG & RSAT Grant Application and General Information; click on Performance Measurement Tool (PMT). There you will find a copy of Performance Measurements and a User's Guide.

AFTER COMPLETING THE PMT ON THE FEDERAL SITE:

1. You will be asked if you want to submit your data to the grantor. Click "yes".
2. You now need to create a report, which will generate a report in PDF format. Save this report to your computer.
3. If you have not implemented your project, you must still go in the PMT system and indicate that your grant was not active during that reporting period.